



## Principal's Implementation Checklist

### Beginning to Write (Grades K-5)

#### Course Objectives:

Participants will gain awareness level knowledge about:

1. The stages of writing development
2. The role of letters and sounds in learning to write
3. Examples of purposeful writing
4. The role and use of organizational strategies and mechanics
5. Writing as a process
6. Teaching conventional spelling through focused instruction
7. Writing assessments

During a classroom “walkthrough” observation, the school principal can use the following checklist to note activities and strategies taught in the course and implemented in the classroom.

Teacher:	Date:	School:			
	<b>Degree of Implementation</b>				
<i>Evidence of:</i>	<i>1 (low)</i>	<i>2</i>	<i>3</i>	<i>4</i>	<i>5 (high)</i>
<b>student narrative writing</b>					
<b>student expository writing</b>					
<b>modeling of writing strategies</b>					
<b>writing as a 5 step process</b>					
<b>emphasis on capitalization</b>					
<b>emphasis on usage</b>					
<b>emphasis on punctuation</b>					
<b>emphasis on conventional spelling</b>					
<b>use of graphic organizers</b>					
<b>use of visible planning for writing</b>					